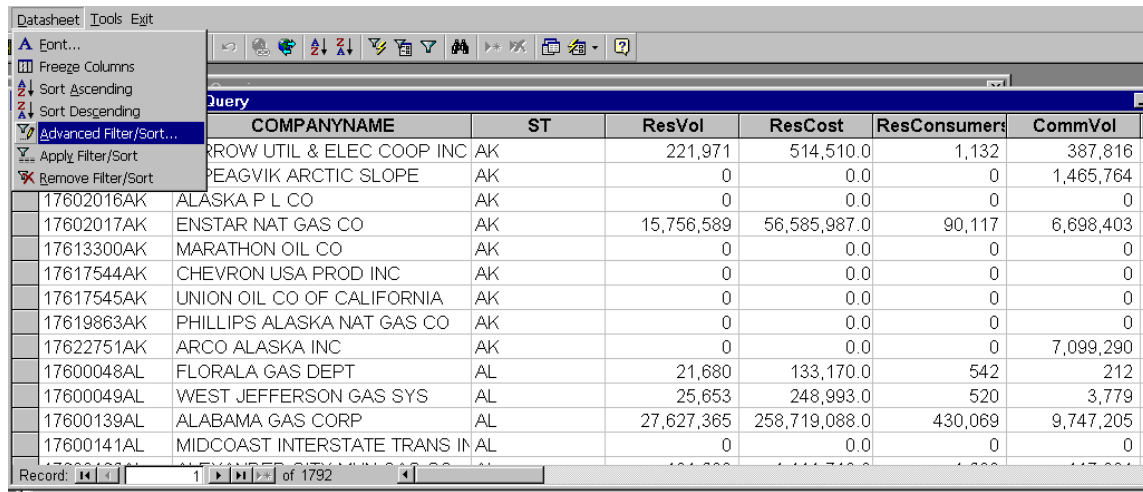


Datasheet Menu – Advanced Filter Option



The screenshot shows the 'Datasheet' menu open, with the 'Advanced Filter/Sort...' option highlighted. The background displays a table of query results with columns: COMPANYNAME, ST, ResVol, ResCost, ResConsumers, and CommVol. The table lists various companies and their associated data, such as 'BROW UTIL & ELEC COOP INC' and 'PEAGVIK ARCTIC SLOPE'.

	COMPANYNAME	ST	ResVol	ResCost	ResConsumers	CommVol
	BROW UTIL & ELEC COOP INC	AK	221,971	514,510.0	1,132	387,816
	PEAGVIK ARCTIC SLOPE	AK	0	0.0	0	1,465,764
17602016AK	ALASKA P L CO	AK	0	0.0	0	0
17602017AK	ENSTAR NAT GAS CO	AK	15,756,589	56,585,987.0	90,117	6,698,403
17613300AK	MARATHON OIL CO	AK	0	0.0	0	0
17617544AK	CHEVRON USA PROD INC	AK	0	0.0	0	0
17617545AK	UNION OIL CO OF CALIFORNIA	AK	0	0.0	0	0
17619863AK	PHILLIPS ALASKA NAT GAS CO	AK	0	0.0	0	0
17622751AK	ARCO ALASKA INC	AK	0	0.0	0	7,099,290
17600048AL	FLORALA GAS DEPT	AL	21,680	133,170.0	542	212
17600049AL	WEST JEFFERSON GAS SYS	AL	25,653	248,993.0	520	3,779
17600139AL	ALABAMA GAS CORP	AL	27,627,365	258,719,088.0	430,069	9,747,205
17600141AL	MIDCOAST INTERSTATE TRANS INAL		0	0.0	0	0

Datasheet Menu – Advanced Filter option

To use the Advanced filter option no rows need to be selected. Pull down the Datasheet menu and click on the Advanced filter option.

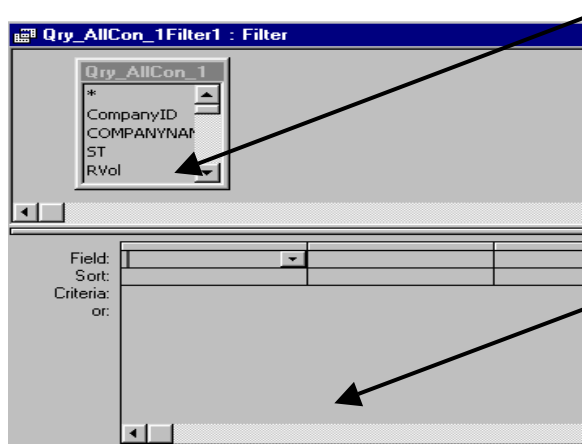
The filter design window will appear.

To use the Advanced filter option no rows need to be selected. Pull down the Datasheet menu and click on the Advanced filter option.

The filter design window will appear.

This window can be resize by stretching the edges.

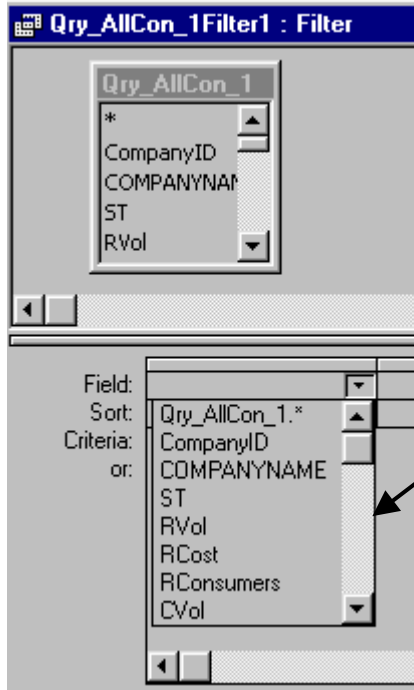
The first step is to copy the desired field from the field list into the criteria grid. There are two ways to do this:



Drag the name of the column in the upper pane of the window into the criteria grid in the lower pane of the window; or

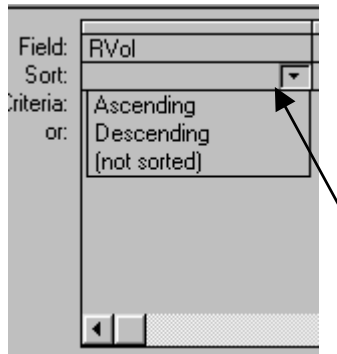
double click on a field to copy it to the next available field cell in the grid.

Datasheet Menu – Advanced Filter Option – filter design window



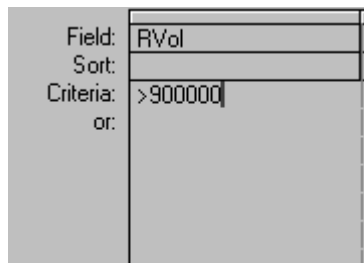
2) Click and pull-down the Field column in the lower pane to get a list of fields in the query.

Datasheet Menu Option – Advanced Filter Design – pull down for field names in filter design grid



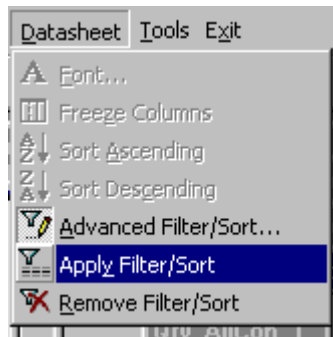
Datasheet Menu Option – Advanced Filter Design – field selected, sort options can also be pulled down

3) In this example RVol has been selected.
Pull-down the sort cell and specify a sort order.



4) In the Criteria cell enter a condition that Rvol be greater than 900000

Datasheet Menu – Apply Filter/Sort



Datasheet Menu Option – Apply Filter/Sort to the criteria you built in the Advanced Filter Design step

5) After specifying filter criteria, Click on the Apply/Filter Sort toolbar button from the Datasheet Menu. Any records that don't meet the criteria specified will disappear from the view. They have been filtered out.

COMPANYNAME	ST	ResVol
R NAT GAS CO	AK	17,418,738
MA GAS CORP	AL	26,272,623
WILLE NAT GAS DEPT	AL	1,791,406
EAST ALABAMA GAS DIST	AL	1,729,012
E GAS SVC CORP	AL	4,042,643
IATED NAT GAS CO	AR	1,232,041
SAS WESTERN GAS CO	AR	6,610,113
SAS OKLAHOMA GAS COF	AR	2,970,624
T ENERGY ARKLA	AR	25,186,915
CITY OF	AZ	1,024,299
WEST GAS CORP	AZ	24,913,465
S UTIL ARIZONA GAS DI V	AZ	5,527,658
IEACH CITY OF	CA	6,683,055
: GAS & ELEC CO	CA	234,195,449

Datasheet Menu Option – Advanced Filter Design results

Note: If a filter or query doesn't work check that enough memory is available.

If enough memory is available several fields or values can be filtered. The EIA-176 Query system offers standard operators

System
Operators

=	Equals
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to
<>	Not

Query

To specify AND/OR criteria - place the operators in different rows of the criteria grid.

Field:	ST
Sort:	
Criteria:	TX and MI
or:	

To express AND criteria within a single field use the AND operator

This filter asks for a State value of TX AND MI.

Field:	ST	RVol
Sort:		
Criteria:	"TX "	>90000
or:		

To express AND criteria between fields put each criteria on the same row of the criteria grid.

This statement asks for ST equal to TX and Rvol > 90000.

Field:	ST
Sort:	
Criteria:	"TX " Or "MI"
or:	

To express OR criteria within a single field use the OR operator.

This statement asks for ST equal to TX OR MI

Field:	ST	RVol
Sort:		
Criteria:	"TX "	>90000
or:		

To express OR criteria between multiple fields place the criteria on separate rows of the criteria grid.

This statement asks for ST equal to TX or Rvol > 90000.